Collection File Specification

Fall Classified Staff Accounting

Local ID: 05-09-010	Collection Set:		Effective: 9/1/2009
Abstract:	All paraprofessional & classified employees employed by the district as of October 1 must be included in this report. This report is updated annually and is due to the Department of Education & Early Development by October 15 of each year.		
Privacy:	Required: Required	Periodicity: October 1 Snapshot	Expiration:
Office: Assessment		Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ X ☐ ☐	Version: 1

Item Details: Fall Classified Staff Accounting

Sect	#	Item Name	Repeatable	Type	Length	Precision	Min / Max	Required	Format	Effective
		Field Name		Option Set			Element			Expiration
		Definition								
1	1	**District Number**	☐	Number	2	0	/	Required	99	9/1/2009
		DistrictID		District ID (External)						
		This is the district's unique state ID number								
1	2	**School Number**	☐	Number	6	0	/	Required	999999	9/1/2009
		SchoolID		School ID (External)						
		This is the district's unique school code as assigned by EED. If a staff member works at more than one school, list them in each appropriate school with the corresponding FTE (his/her total FTE may not be greater than 100).									
1	3	**Last Name**	☐	Text	35		/	Required		9/1/2009
		LastName								
		This is the employee last name. This should match the last name submitted to the PFD or Teacher Certification. Remove all commas, asterisks and parentheses. Dashes are permissible.									
1	4	**First Name**	☐	Text	35		/	Required		9/1/2009
		FirstName								
		This is the employee first name. Remove all commas, asterisks and parentheses.									
1	5	**Middle Name**	☐	Text	35		/	Optional		9/1/2009
		MiddleName								
		This is the employee middle name or middle initial. Remove all commas, asterisks, and parentheses.									

| 1 6 | **SSN** | ☐ | Number | 9 | 0 | / | Required | 999999999 | 9/1/2009 |

SSN

This is the employees' social security number. This should match the SSN submitted to Teacher Certification. No dashes.

| 1 7 | **Birth Date** | ☐ | Date | | | / | Required | MM/DD/YY or MM/DD/YYYY | 9/1/2009 |

BirthDate

This is the employee's date of birth. This should match the date of birth submitted to the PFD or Teacher Certification.

| 1 8 | **Gender** | ☐ | Text | 1 | | / | Required | X | 9/1/2009 |

Gender   Gender

The staff member's gender: M or F

| 1 9 | **Race** | ☐ | Number | 1 | 0 | / | Required | X | 9/1/2009 |

Race   Race or Ethnicity

The staff member's race/ethnicity

| 1 10 | **Hire Date** | ☐ | Date | | | / | Conditional | MM/DD/YY or MM/DD/YYYY | 9/1/2009 |

HireDate

This is required for Paraprofessionals only. This is the date this person was hired as a paraprofessional.

| 1 11 | **Job Responsibility** | ☐ | Text | 2 | | / | Required | XX | 9/1/2009 |

JobResponsibility   Classified Job Responsibility Codes

This is the primary job responsibility

| 1 12 | **Hired for SPED** | ☐ | Text | 1 | | / | Required | X | 9/1/2009 |

HiredForSPED   Yes-No-NA

This field is used to determine if this employee is a Classified Nurses (CN) and was employed or contracted to provide special education and related services. Report an 'X' if the employee is not a Classified Nurse. If the employee is a Classified Nurse and just happens to provide some services to special education students, report N(o). If the employee is a Classified Nurse and was specifically employed or contracted to provide special education and related services and just happens to have non-special education students, report Y(es).

| 1 13 | **Title I** | ☐ | Text | 1 | | / | Required | X | 9/1/2009 |

TitleI   Yes-No-NA

This identifies if this person is an instructional Title I paraprofessional. A Title I paraprofessional is any paraprofessional being paid with Title I Part A funds or working in a school with a SCHOOLWIDE Title I program.

| 1 14 | **Title I Hire Date** | ☐ | Date | | | / | Conditional | MM/DD/YY or MM/DD/YYYY | 9/8/2009 |

TitleIHireDate

This identifies the date this paraprofessional employee was hired into a Title I program. This may or may not be the same date as the Date of Hire as a paraprofessional. If this person is not Title I, leave this blank.

1	15	**HS Diploma**	☐	Text	1		/	Conditional	X	9/1/2009

HSDiploma

Yes-No-NA

This is used to identify if this Title I Paraprofessionals has a high school diploma or a recognized equivalent (such as a GED)

| 1 | 16 | **SPED Aide** | ☐ | Text | 1 | | / | Required | X | 9/1/2009 |

SPEDAide

Yes-No-NA

A flag indicating if this paraprofessional is a Special Education Aide

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| 1 | 17 | **SPED Aide 3-5** | ☐ | Text | 1 | | / | Required | X | 9/1/2009 |

SPEDAide3-5

Yes-No-NA

A flag indicating if this Special Education Aide paraprofessional works primarily with 3-5 year

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| 1 | 18 | **Minimum Qualifications** | ☐ | Number | 1 | 0 | / | Required | 9 | 9/1/2009 |

MinQuals

Minimal Qualifications

This is required for all employees but mainly used for Title I Paraprofessionals to identify the minimum qualifications met.

| 1 | 19 | **FTE** | ☐ | Number | 3 | 1 | / 100 | Required | 999 | 9/4/2009 |

FTE

This is the FTE for each individual reported in whole numbers. The total FTE for each individual cannot exceed 100. An FTE of 100 is a full time staff member and an FTE of 50 is a half-time staff. The total FTE for the Classified, Certified and Paraprofessional Staff Accounting should equal your district's total payroll FTE. If they work at more than one site, they will have an entry for each site with a corresponding FTE

| 1 | 20 | **Federally Funded FTE** | ☐ | Text | 1 | | / | Required | X | 9/1/2009 |

FederallyFundedFTE

Federal Program Source

This is the federal funding source, if applicable, for the FTE for this position

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| 1 | 21 | **Year** | ☐ | Fixed Text | 4 | | / | Required | 2016 | 10/13/2009 |

Year

The current fiscal year - 2016

Option Set Details Fall Classified Staff Accounting

Classified Job Responsibility Codes

Code	Description	Definition
I	Instructional	*Instructional – includes those who 1) provide 1-1 tutoring 2) assist with classroom management, such as organizing instructional materials 3) provide instructional assistance in a computer lab 4) conduct parent involvement activities 5) provide instructional support in a library or media center 6) act as a translator or 7) provide instructional services to students under the direct supervision of a teacher.*
C	Computer	*Computer – provides non-instructional assistance in a computer lab.*
P	Parental Involvement	*Parental involvement – only conducts parental involvement activities.*
L	Library	*Library – provides non-instructional support in a library or media center.*
T	Translator	*Translator – acts solely as an English/non-English language translator.*
S	SPED Interpreter	*SPED interpreter – provides interpretation services including oral transliteration, cued language transliteration, and sign language interpreting services.*
A	SPED Personal Care Assistant	*SPED Personal Care Assistants – provide routine personal care services to a child. These services may include assistance with toileting, mobility, eating, dressing and other personal hygiene tasks. Personal care aides do not perform paraprofessional tasks including assistance: with classroom instruction; in computer lab; with parental involvement activities; or in a library or media center. Also, they are not translators or SPED interpreters.*
AS	Administrative Support Staff	*Administrative Support Staff – include all district office staff that provides direct support to official and administrators including business office support and data processing. These staff members work primarily in central offices.*
OA	Officials and Administrators	*Officials and Administrators – include any administrator not included in the Certificated Staff Accounting who has district-wide responsibilities such as business managers and coordinators.*
SS	Support Staff	*Includes any staff member whose activities are concerned with support of the teaching and administrative duties. These staff members work primarily in individual schools and include staff in the office of the principal or department chairpersons, other clerical staff and secretaries.*
OS	Other Staff	*Includes any staff member on the payroll not reported in any other category, such as playground aides, bus drivers, cooks, lunchroom monitors, janitors if staff members, etc.*
CN	Classified Nurse	*Classified Nurse – Plans policies, standards, and objectives of school health program, in cooperation with medical authority and administrative school personnel. Participates in medical examinations, and reviews findings to evaluate health status of pupils and progress of program; Cooperates with school personnel in identifying and meeting social, emotional, and physical needs of school children. Administers immunizations and maintains health records of students.*

Federal Program Source

Code	Description	Definition
1	Title I-A, targeted assistance program	*Title I-A, targeted assistance program (do not include positions funded in a Title I-A Schoolwide program)*
2	Title II-A, teacher & principal training & class-size reduction	*Title II-A, teacher & principal training & class-size reduction*
3	Title III-A, LEP	*Title III-A, language instruction for limited English proficient students*
4	Title I-C, Migrant	*Title I-C, services to migrant education students or program*
X	Not funded by one of the above federal sources	

Gender

Code	Description	Definition
M	Male	*Man or Boy*
F	Female	*Woman or Girl*

Minimal Qualifications

Code	Description	Definition
1	Associates	*Holds an Associate's degree (or higher)*
2	2-years college	*Has earned two years of college credit (48 semester hour credits)*
3	HELP test and checklist	*Has passed the HELP test and the Paraprofessional Standards Checklist*
5	None of the above	*None of above*
X	Not Applicable	*Not applicable/ Not Title I Paraprofessional*

Race or Ethnicity

Code	Description	Definition
1	White (Caucasian)	*A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.*
2	African American	*A person having origins in any of the black racial groups of Africa.*
3	Hispanic	*A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.*
4	Asian	*A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, For example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.*
5	American Indian	*A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. Please do not include Alaska Native students.*
6	Alaska Native	*A person who is a descendant of a member of the aboriginal races inhabiting the state when annexed to the United States, or who is a descendant of an Indian or Eskimo who, since the year 1867 and prior to June 30, 1952, migrated into the state from Canada, and who is a descendant having at least one-quarter blood derived from these ancestors.*
7	Two or More Races	*A student who primarily identifies their ethnic heritage with more than one subgroup.*
8	Native Hawaiian or Pacific Islander	*A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.*

Yes-No-NA

Code	Description	Definition
Y	Yes	
N	No	
X	Not applicable	

Data Validation Rules Details Fall Classified Staff Accounting

Rule ID	Rule		Description	Business Logic	Official Message	Detail Message	Effective
Severity	Applies to:	Sect	#	Item Name				Expiration

13001	**Required Field Missing**		Missing Required Field		Missing Required Field	The record is missing required field {1}	9/1/2009
Error		1	1	District Number			
		1	2	School Number			
		1	3	Last Name			
		1	4	First Name			
		1	6	SSN			
		1	7	Birth Date			
		1	8	Gender			
		1	9	Race			
		1	11	Job Responsibility			
		1	12	Hired for SPED			
		1	13	Title I			
		1	16	SPED Aide			
		1	17	SPED Aide 3-5			
		1	18	Minimum Qualifications			
		1	19	FTE			
		1	20	Federally Funded FTE			
		1	21	Year			

13002	**Field Exceeds Maximum Length**		Field Exceeds Maximum Length		Field exceeds maximum length	The Field {0} exceeds its maximum length of {1} characters	9/3/2009
Error		1	3	Last Name			
		1	4	First Name			
		1	5	Middle Name			

13101	**Bad District Number**			The reported district number is not in the list of valid districts. This is based on a view against Rolodex.dbo.districts	Invalid District Number	The District ID {1} is not a valid Number	9/1/2009
Error		1	1	District Number			

13102	**Bad School Number**		Bad School Number	The reported school number is not in the list of valid schools This is based on a view against Rolodex.dbo.schools	Invalid School Number	The schoo number {1} is not a valid school number	9/1/2009
Error		1	2	School Number			

13201	**Invalid Gender**		Invalid Gender		Invalid Gender		9/3/2009
Error		1	8	Gender			

13202	**Invalid Race**		Invalid Race		Invalid Race/Ethnicity		9/1/2009
Error		1	9	Race			

13203	**Invalid Job Responsibility**		Invalid Job Responsibility		Invalid Job Responsibility		9/1/2009
Error		1	11	Job Responsibility			

13204	**Invalid Hired for SPED**		Invalid Hired for SPED		Invalid Hired for SPED	Invalid Hired for SPED	9/1/2009
Error		1	12	Hired for SPED			

13205	**Invalid Title I**		Invalid Title I		Invalid Title I	Invalid Title I	9/1/2009
Error		1	13	Title I			

13206	**Invalid HS Diploma**		Invalid HS Diploma		Invalid HS Diploma	Invalid HS Diploma	9/1/2009
Error		1	15	HS Diploma			

13207	**Invalid SPED Aide**		Invalid SPED Aide		Invalid SPED Aide	Invalid SPED Aide	9/1/2009
Error		1	16	SPED Aide			

13208	**Invalid SPED Aide 3-5**		Invalid SPED Aide 3-5		Invalid SPED Aide 3-5	Invalid SPED Aide 3-5	9/1/2009
Error		1	17	SPED Aide 3-5			

13209	**Invalid Minimum Qualifications**		Invalid Minimum Qualifications		Invalid Minimum Qualifications	Invalid Minimum Qualifications	9/1/2009
Error		1	18	Minimum Qualifications			

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13210	**Invalid Federally Funded FTE**		Invalid Federally Funded FTE			Invalid Federally Funded FTE	Invalid Federally Funded FTE	9/1/2009
Error		1	20	Federally Funded FTE				

13211	**Invalid Year**					Invalid Year	The value for Current Fiscal Year must be 2016	10/15/2009
Error		1	21	Year				

13401	**Invalid SSN**		Invalid SSN			Invalid SSN	The format of the Social Security Number should be 999999999	9/1/2009
Error		1	6	SSN				

13402	**Invalid Date Format**		Invalid Date format			Invalid Date Format	The format for the {1} date field shoul be MM/DD/YYYY or MM/DD/YY (four digit year preferred)	9/1/2009
Error		1	7	Birth Date				
		1	10	Hire Date				
		1	14	Title I Hire Date				

13403	**Invalid Name**		Invalid Name			Invalid characters in Name	The {0} ({1}) contains one or more characters other than alphabetic characters, apostrophe, space, or hyphen	9/1/2009
Warning		1	3	Last Name				
		1	4	First Name				
		1	5	Middle Name				

13404	**Invalid FTE**		FTE must be a whole number			FTE must be a whole number		9/1/2009
Error		1	19	FTE				

13501	**User cannot submit data for this district**		User cannot submit data for this district			User cannot submit data for this district	The user cannot process these staff since they are from a different district	9/3/2009
Error		1	1	District Number				

13502	**School without support staff**				School without support staff	The school {1} is open and operating but hs no paraprofessionals or classified support staff	9/1/2009
Warning		1	2	School Number			

13701	**Instructional Aide and Schoolwide School Mismatch**	Title I must be Y if the school is Schoolwide Title I and JobResponsibility = I.			Title I must be Y if the school is Schoolwide Title I and JobResponsibility = I.	Title I must be Y if the school is Schoolwide Title I and JobResponsibility = I.	9/1/2009
Error		1	2	School Number			
		1	11	Job Responsibility			
		1	13	Title I			

13702	**Missing Hire Date**	Hire Date is required if job responsibility in (I, C, P, L, T, S ,A)			Missing Hire Date	Hire Date is required for Paraprofessionals	9/1/2009
Error		1	10	Hire Date			
		1	11	Job Responsibility			

13703	**Missing Title I Hire Date**	Hire Date cannot be null if Title I = Y			Missing Title I Hire Date		9/1/2009
Error		1	13	Title I			
		1	14	Title I Hire Date			

13704	**Too Much Time**	The sum of FTE for an individual can not exceed 100			Sum of FTE exceeds 100 percent	The sum of all the jobs for this individual exceeds 100	9/8/2009
Error		1	6	SSN			
		1	19	FTE			

13705	**Missing HS Diploma**	HS Diploma cannot be X if Title I is Y			Missing HS Diploma	HS Diploma cannot be X if Title I is Y	9/1/2009
Error		1	13	Title I			
		1	15	HS Diploma			

13706	**School district mismatch**	The submitted school does not belong to the submitted district			School to district mismatch	The submitted school does not belong to the submitted district	9/1/2009
Error		1	1	District Number			
		1	2	School Number			

13707	**Special Ed Aide - Job Responsibility Mismatch**				Special Ed Aide - Job Responsibility Mismatch	If JobResponsibility is (I,C,P,L,T,S,A) then SPEDAide should be Y or N	10/5/2009
Error		1	11	Job Responsibility			
		1	16	SPED Aide			

13708	**Not Special Ed Aide - Job Responsibility Mismatch**				Not Special Ed Aide - Job Responsibility Mismatch	If JobResponsibility is not (I,C,P,L,T,S,A) then SPEDAide should be X	10/5/2009
Error		1	11	Job Responsibility			
		1	16	SPED Aide			

13709	**Title I Job Responsibility Mismatch**				Title I - Job Responsibility Mismatch	If JobResponsibility is not 'I' then TitleI should be X	10/5/2009
Error		1	11	Job Responsibility			
		1	13	Title I			

13710	**Minimum Qualifications Invalid Entry**				Minimum Qualifications Invalid Entry	If Job Responsibility = I and Title I = Y then Minimum Qualifications must be 1, 2, 3, or 5; X otherwise.	10/15/2009
Error		1	11	Job Responsibility			
		1	13	Title I			
		1	18	Minimum Qualifications			

13712	**Unnecessary HS Diploma**				Unnecessary HS Diploma	If TitleI = N or X then HSDiploma must be X	10/15/2009
Error		1	13	Title I			
		1	15	HS Diploma			

13713	**Missing SPED Aide 3-5**				Missing SPED Aide 3-5	If this Paraprofessional IS a SPED Aide, SPED Aide 3-5 year old entry should be Y or N	10/15/2009
Error		1	16	SPED Aide			
		1	17	SPED Aide 3-5			

13714	**Unnecessary SPED Aide 3-5**				Unnecessary SPED Aide 3-5	If this Paraprofessional IS NOT a SPED Aide, SPED Aide 3-5 year old entry should be X.	10/15/2009
Error		1	16	SPED Aide			
		1	17	SPED Aide 3-5			

13715	**Title I Instructional Paraprofessional, Not Title I School**	TitleI cannot be Y if school is not Schoolwide or Targeted-Assistance Title I.			TitleI cannot be Y if school is not Schoolwide or Targeted-Assistance Title I.	TitleI cannot be Y if school is not Schoolwide or Targeted-Assistance Title I.	9/1/2009
Error		1	2	School Number			
		1	13	Title I			

13717	**Missing Title I**				Missing Title I	If employee IS an instructional paraprofessional (JobResponsibility = I), TitleI should be Y or N	10/15/2009
Error		1	11	Job Responsibility			
		1	13	Title I			

13719	**JobResponsibility <--> Hired for SPED mismatch**				Invalid Hired for SPED	If JobResponsibility = CN then HiredForSPED must be Y or N; X otherwise.	10/15/2009
Error		1	11	Job Responsibility			
		1	12	Hired for SPED			

13720	**Invalid SPED Aide for SPED Interpreter**	If employee is a SPED Interpreter (Job Code S) then SPED Aide entry should be Y.			Invalid SPED Aide for SPED Interpreter	If employee is a SPED Interpreter (Job Code S) then SPED Aide entry should be Y.	8/3/2010
Error		1	11	Job Responsibility			
		1	16	SPED Aide			

13721	**Invalid SPED Aide for SPED Personal Care Assistant**	Invalid SPED Aide for SPED Personal Care Assistant			Invalid SPED Aide for SPED Personal Care Assistant	If employee is a SPED Personal Care Assistant (Job Responsibility = A) then SPED Aide entry should be Y.	8/3/2010
Error		1	11	Job Responsibility			
		1	16	SPED Aide			